FermiWorks
Give Feedback for an Employee
03.13.15

As part of the performance review process, managers can give feedback on an employee.
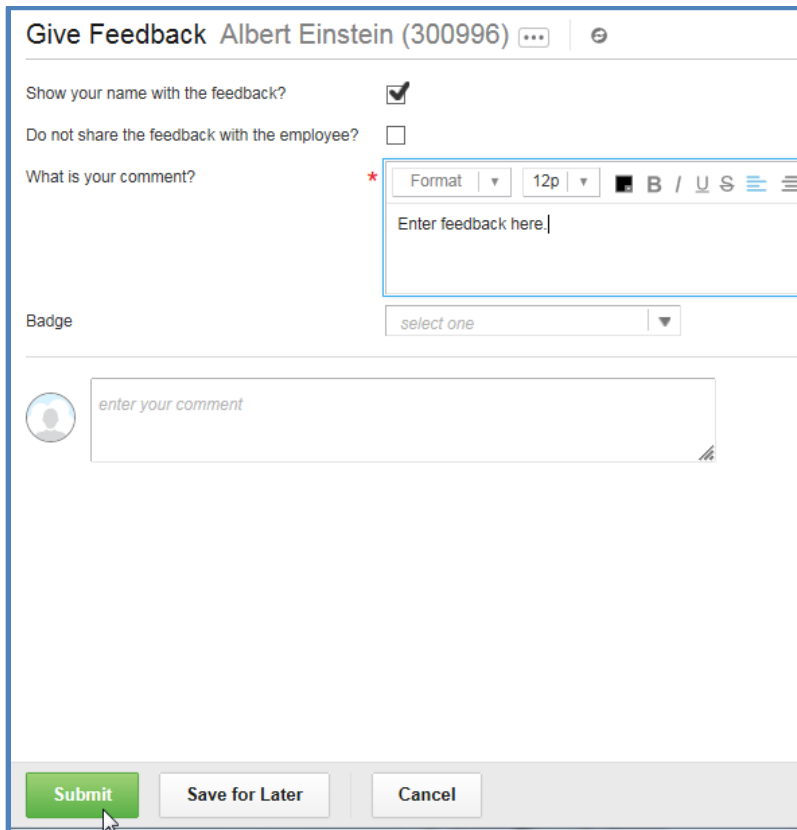
Type **Give Feedback** in the Search box.

Enter the employee's name.

> **NOTE:** The *Show your name with the feedback* checkbox defaults to checked. If you do not want your name to display in reports and history of the transaction uncheck the check box. *Anonymous* will display if this check box is not checked.

The *Do not share the feedback with the employee?* Checkbox can be checked to keep this feedback confidential. This can ONLY be set during the request and CAN NOT be changed. The FermiWorks business process administrator determines who can view this feedback.

Enter your feedback in the Comment box.

It is not necessary to select a badge to brand your comment.

Click Submit.